

RESIDENTIAL PERMIT SUBMITTAL CHECKLIST

Directions: Place a checkmark by all items that are included in the package, and a N/A by those items not needed. All blanks must be filled in.

PROJECT: _____

DATE: _____

REQUIRED PAPERWORK

At Time of Application

- _____ Completed Application
- _____ Power of Attorney (if permit not being submitted by License Holder)
- _____ Septic Permit/Utility Letter
- _____ Owner/Builder Statement
- _____ Legal Printout (if Permit Tech cannot gain from computer)
- _____ Residential Permit Submittal Checklist

At Time of Permit Issuance

- _____ Recorded Notice of Commencement (if valuation of work greater than \$2,500.00)
- _____ Lien Law (if valuation of work greater than \$2,500.00)
- _____ Dino Form (if any excavation is required)

_____ Two copies of the **Site Plan**, showing entire building, setbacks, grading, lot drainage, finish floor elevation, easements, lot dimensions, driveway access, adjacent streets, overall house dimensions, North arrow, complete legal description, and scale of drawing. (Attach one site plan to the front of each set of Construction Drawings.)

_____ Two copies of Construction Drawings (drawings must be signed and sealed by a Florida Licensed Architect or Engineer if the work is structural, or non-structural with a valuation greater than \$25,000.00).

_____ *Exception: Structures with an area of 100 square feet or less.

_____ A deposit will be required at time of submittal. Amount is dependent upon estimated value of project.